**Our Lady of the Nativity**

**Anaphylaxis Management Policy**

Our Lady of the Nativity will fully comply with Ministerial Order 706 and associated guidelines published and amended from time to time in order to develop and maintain its anaphylaxis management policy.

Anaphylaxis is a severe, rapidly progressive allergic reaction that is life threatening. Certain foods and insect stings are the most common causes of anaphylaxis. Nine foods cause ninety-five per cent of food-induced allergic reactions, including anaphylaxis, in Australia:

* peanuts
* tree nuts (i.e. hazelnuts, cashews, almonds, walnuts, pistachios, macadamias, brazil nuts, pecans, chestnuts and pine nuts)
* eggs
* cow's milk
* wheat
* soy
* fish
* shellfish (e.g. oysters, lobsters, clams, mussels, shrimps, crabs and prawns)
* sesame seeds.

Other common allergens include some insect stings, particularly bee stings but also wasp and jumper jack ant stings, tick bites, some medications (e.g. antibiotics and anaesthetic drugs) and latex.

## **Signs and symptoms**

## Mild to moderate allergic reaction can include:

* swelling of the lips, face and eyes
* hives or welts
* tingling mouth
* abdominal pain and/or vomiting (these are signs of a severe allergic reaction in the case of insect allergy).

**Anaphylaxis** (severe allergic reaction) can include:

* difficult/noisy breathing
* swelling of tongue
* swelling/tightness in throat
* difficulty talking and/or hoarse voice
* wheeze or persistent cough
* persistent dizziness or collapse
* pale and floppy (young children)
* abdominal pain and/or vomiting are signs of a severe allergic reaction to insects.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

Our Lady of the Nativity recognizes that it is difficult to achieve a completely allergen free environment in a school context. The school is committed to adopting and implementing a range of procedures and risk minimization strategies in order to reduce the risk of a student having an anaphylactic reaction at school and to ensure that all staff are adequately trained to respond if a student has an anaphylactic reaction.

Our Lady of the Nativity has a duty of care to take reasonable steps to protect our students from foreseeable risks. In relation to anaphylaxis the school will have enrolment procedures in place that require parents to specify if their child has an allergy or not. In the event that a child is identified as having an allergy the school will begin the communication process to establish anaphylaxis management procedures for that child.

**The purposes of this policy are**:

To raise awareness about allergies and anaphylaxis in the school community

To educate the school community through training and policy implementation in order to minimize the risk of a student having an anaphylactic reaction at school

To ensure the school has procedures in place in order to provide a safe and supportive environment for all students

To ensure all staff members have adequate knowledge about allergies, anaphylaxis and the school’s policies and procedures for responding to emergencies.

To ensure all staff members are trained to respond if a student has an anaphylactic reaction.

To facilitate communication between the school and families to ensure the safety and wellbeing of students at risk of anaphylaxis

To actively involve parents of students at risk of anaphylaxis in assessing risks within the school

To ensure the location of management plans and EpiPens is well known.

**Staff Training**

All staff will be trained to respond if a student has an anaphylactic reaction at school.

In order to do this all staff will:

Complete first aid training which includes First Aid Management of Anaphylaxis (through a recognized provider) ever two years.

Complete the ASCIA Anaphylaxis e-training module at a staff meeting in Term 1 of the school year in the alternate year to first aid aid training

Have a competency check completed by the school’s trained anaphylaxis supervisors within thirty days of completing the e-training module. Competency certificates will be issued.

In addition, all staff will participate in staff briefings twice per calendar year. The first briefing each year will be held in Term 1 and will be conducted at the same time as the on line training module. The briefing will be conducted by either a trained anaphylaxis supervisor and/or a suitable qualified staff member who has up to date first aid training that includes emergency anaphylaxis response.

The staff briefing will include:

* revisiting the school’s anaphylaxis policy including:

information about the legal requirements as outlined in Ministerial Order 706

* pictures of the students at our school who at risk of anaphylaxis, their allergens, their year levels and the risk management plans that are in place and where their medication is located
* reviewing the signs and symptoms of anaphylaxis
* ASCIA Anaphylaxis e-training
* ASCIA Action Plan for Anaphylaxis and how to administer an EpiPen®
* The location of the general use adrenaline auto injectors
* A review of the school’s First Aid policy and emergency response procedures

In the event that the relevant training has not occurred for a member of staff who has a child in their class at risk of anaphylaxis, the principal/nominee will develop an interim Individual Anaphylaxis Management Plan in consultation with the parents of any affected student. Training will be provided to relevant school staff as soon as practicable after the student enrols and preferably before the student’s first day at school.

The principal/nominee will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed an anaphylaxis management training course.

**Individual Anaphylaxis Management Plans**

The principal/nominee will ensure that an Individual Anaphylaxis Management Plan is developed, in consultation with the student’s parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis, where the school has been notified of that diagnosis

The Individual Anaphylaxis Management Plan will be in place as soon as practicable after the student enrols and where possible before their first day of school.

The Individual Anaphylaxis Management Plan will set out the following:

* information about the student’s medical condition that relates to allergy and the potential for anaphylactic reaction, including the type of allergy/allergies the student has and the signs or symptoms the student might exhibit in the event of an allergic reaction (based on a written diagnosis from a medical practitioner)
* strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
* the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the Plan
* information on where the student's medication will be stored
* the student's emergency contact details
* an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student’s medical practitioner.
* Individual anaphylaxis management plans must be reviewed annually, if the student’s medical condition changes and as soon as possible if the student has an anaphylactic reaction at school.

**The role of staff responsible for students at risk of anaphylaxis**

Ensure that a copy of the student’s ASCIA anaphylaxis action plan is displayed in the classroom, the first aid room and in the yard duty bags. All specialist teachers will have a copy of each student’s individual action plan.

Ensure that a copy of the child’s ACSIA anaphylaxis action plan is place inside the EpiPen pouch located in the first aid room

Enrol student details into the EpiClub alert system and notify parents when their child’s EpiPen is due to expire

Educate staff and students of the school’s ‘no sharing of food’ approach

Ensure that EpiPen and associated medication for students at risk of anaphylaxis is carried by trained adults on excursion, special event days and camp

**The role of parent who has a child at risk of anaphylaxis**

Inform the principal via the school’s enrolment application form that their child is at risk of anaphylaxis

Read and be familiar with the school’s anaphylaxis management policy (available on request or on the school website)

Notify the school in writing of any advice from medical practitioners regarding any changes to their child’s condition or management plan.

Provide the school with an appropriately coloured ASCIA anaphylaxis action plan with an up to date photo of the child, signed by a registered medical practitioner giving written consent for the use of an EpiPen in line with this action plan

Provide an EpiPen that is current and other required medication associated with their child’s allergy

Replace expired EpiPens when alerted by the school to its pending expiry.

Assist staff by offering information relevant to their child’s care and participating in annual reviews of their child’s plaln

Support the school in educating their child to adhere to the school’s no sharing of food approach

**Risk Minimisation Strategies**

Our Lady of the Nativity recognises that it difficult to achieve a completely allergen free environment in a school context. The school is committed to adopting and implementing a range of procedures and risk minimisation strategies in order to reduce the risk of a student having an anaphylactic reaction at school and to ensure that all staff are appropriately trained to respond should a student have an anaphylactic reaction.

The school will purchase an auto injector for general use as a back up to those supplied by parents which will be stored in the first aid room

**Classroom**

A copy the student’s individual anaphylaxis management plan will kept by the classroom teacher of that student

A copy of the student’s ACSIA action plan will be on display in an accessible location in the classroom (EpiPen will be stored in the first aid room)

Communicate with parents about all food related activities that will take place ahead of time

Do not supply any food to a child at risk of anaphylaxis without the prior consent of the child’s parent.

Be aware of the possibility of hidden allergens in food or other resources that may be used in classroom activities.

Ongoing and regular discussions with students about the importance of hand washing, not sharing of food and regular cleaning of surfaces where allergens may be present

Provide the school canteen manager with the details of the students at risk of anaphylaxis

**Playground**

Yard duty staff will be trained in the administration of the EpiPen and be able to respond quickly to an allergic reaction if required.

Yard duty staff will carry a copy of each individual student’s ASCIA action plan with photo

Emergency response procedures will be in place so that the student’s medical information and medication can be retrieved quickly if a reaction occurs in the yard.

**Special Events**

Staff supervising special school events will be trained in the administration of the EpiPen and be able to respond quickly to an allergic reaction if required.

Notification will be sent to the parents of a student at risk of anaphylaxis when special events involving food will occur.

A sufficient number of staff members trained in the recognition of anaphylaxis and the administration of an EpiPen will accompany students on excursions

The student’s ACSIA action plan and EpiPen will be carried by a staff member on excursions, and all staff will be made aware of its exact location.

Risk assessment procedures, including those for students at risk of anaphylaxis, will be in place for all excursions

**Camps**

Risk assessment procedures and dietary and environmental management strategies are in place for all camp venues that our school attends.

**Communication Plan**

The Principal will ensure that staff, students and parents are informed about anaphylaxis and the school’s anaphylaxis management policy.

The school’s anaphylaxis management policy will be available on the school’s website

All staff will be adequately trained to respond to a student who has an anaphylactic reaction

Staff briefings will take place twice a year, the first one always in Term 1 of the school year

Develop open and cooperative relationships with the parents of students at risk of anaphylaxis

Encourage open dialogue with parents about the school’s policy and management plan

Updates and information in the school newsletter about anaphylaxis

Raise awareness of anaphylaxis with students at the school

The Principal/nominee will ensure procedures are in place to inform casual staff and volunteers of students with a medical condition that relates to allergies and the potential for anaphylactic reactions and their role in responding to an anaphylactic reaction of a student in their care.

The Principal/nominee will complete an annual Risk Management Checklist to monitor the school’s compliance with their obligations.

The school will purchase an auto injector for general use as a back up to those supplied by parents which will be stored in the first aid room

The Anaphylaxis Management Policy will be reviewed in November 2018

# Individual Anaphylaxis Management Plan

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| This plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner (**ASCIA Action Plan for Anaphylaxis**) provided by the parent.It is the parent’s responsibility to provide the school with a copy of the student's ASCIA Action Plan for Anaphylaxis containing the emergency procedures plan (signed by the student's medical practitioner) and an up-to-date photo of the student - to be appended to this plan; and to inform the school if their child's medical condition changes. |
| **School** | Our Lady of the Nativity | **Phone** | 9337 4204 |
| **Student** |  |
| **DOB** |  | **Year level** |  |
| **Severely allergic to:** |  |
| **Other health conditions** |  |
| **Medication at school** |  |
| EMERGENCY CONTACT DETAILS (PARENT) |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Home phone** |  | **Home phone** |  |
| **Work phone** |  | **Work phone** |  |
| **Mobile** |  | **Mobile** |  |
| **Address** |  | **Address** |  |
| EMERGENCY CONTACT DETAILS (ALTERNATE) |
| **Name** |  | **Name** |  |
| **Relationship** |  | **Relationship** |  |
| **Home phone** |  | **Home phone** |  |
| **Work phone** |  | **Work phone** |  |
| **Mobile** |  | **Mobile** |  |
| **Address** |  | **Address** |  |
| **Medical practitioner contact** | **Name** |  |
| **Phone** |  |
| **Emergency care to be provided at school** |  |
| **Storage location for adrenaline autoinjector (device specific) (EpiPen®)** |  |
| ENVIRONMENT |
| To be completed by principal or nominee. Please consider each environment/area (on and off school site) the student will be in for the year, e.g. classroom, canteen, food tech room, sports oval, excursions and camps etc. |
| **Name of environment/area:**  |
| **Risk identified** | **Actions required to minimise the risk** | **Who is responsible?** | **Completion date?** |
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| **Name of environment/area:**  |
| **Risk identified** | **Actions required to minimise the risk** | **Who is responsible?** | **Completion date?** |
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| **Name of environment/area:**  |
| **Risk identified** | **Actions required to minimise the risk** | **Who is responsible?** | **Completion date?** |
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